



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY  
ROAD TOLL BUREAU  
33 HAZEN DRIVE, CONCORD NH 03305  
TELEPHONE: (603)271-2311

FOR OFFICIAL USE ONLY

Postmark Date: \_\_\_\_\_  
Audited By: \_\_\_\_\_  
Audit Date: \_\_\_\_\_  
Verified By: \_\_\_\_\_  
Verified Date: \_\_\_\_\_

OIL DISCHARGE & POLLUTION CONTROL REPORT

NAME: \_\_\_\_\_  
ADDRESS 1: \_\_\_\_\_  
ADDRESS 2: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MONTH OF: \_\_\_\_\_ YEAR: \_\_\_\_\_

REPORT MUST BE POSTMARKED NO LATER THAN THE 20<sup>TH</sup> DAY OF THE MONTH  
FOLLOWING THE REPORTING PERIOD

TELEPHONE NUMBER: \_\_\_\_\_  
LICENSE NUMBER: \_\_\_\_\_  
FEIN: \_\_\_\_\_

RECEIPTS	AUTO/AVIATION GASOLINE	DIESEL FUEL	JET FUEL	HEATING OIL	MOTOR OIL	OTHER
1. Gallons received from locations outside NH (Schedule 3)						
2. Gallons received from locations within NH (Schedule 1)						
3. Total gallons received (Total of Lines 1 and 2)						
4. Gallons received for export (Schedule 2E)						
5. Gallons from tax paid purchases (Schedule 1A)						
6. Total Non-Taxable Gallons (Total of Lines 4 and 5)						
7. Total Taxable Gallons (Line 3 minus Line 6)						

TAX COMPUTATION

8. Oil Pollution Adjustments						
9. Oil Pollution Taxable Gallons						
10. Oil Pollution Net Gallons						
11. Oil Pollution Fee (Line 10 * \$.00125)						
12. Oil Discharge Adjustments						
13. Oil Discharge Taxable Gallons						
14. Oil Discharge Net Gallons						
15. Oil Discharge Fee (Line 14 * \$.015)						
16. Fuel Oil Discharge Adjustments						
17. Fuel Oil Discharge Taxable Gallons						
18. Fuel Oil Discharge Net Gallons						
19. Fuel Oil Discharge Fee (Line 18 * \$.0125)						
20. Automotive/Motor Oil Adjustments						
21. Automotive/Motor Oil Taxable Gallons						
22. Automotive/Motor Oil Net Gallons						
23. Automotive/Motor Oil Fee (Line 22 * \$.02)						
24. Motor Oil Discharge (Line 22 * \$.04)						

TOTAL AMOUNT DUE

25. Total Due (Total of Lines 11, 15, 19, 23 and 24)	
26. Penalty (See Instructions)	
27. Interest (See Instructions)	
28. Total Amount Due (Total of Lines 25, 26 and 27)	\$

NAME: \_\_\_\_\_  
(PLEASE PRINT)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

"THIS APPLICATION IS SIGNED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:2"

MAKE CHECKS PAYABLE TO: STATE OF N.H.-ROAD TOLL BUREAU  
(SEE REVERSE SIDE FOR INSTRUCTIONS)

# OIL DISCHARGE & POLLUTION CONTROL REPORT

## General Instructions

1. This report must be completed using whole gallons only.
2. This report must be filed in the actual name of the licensee and for each calendar month as long as the license is retained. "Every person who imports or causes to be imported oil shall file a monthly report for the preceding month and shall include all fees due for that reporting period."
3. A report must be filed although there were no operations during the month. "All required reports shall be filed, even in those cases where no operation occurred within the state..."
4. All reports must be postmarked "on or before the twentieth day of the following calendar month."
5. "Failure to file by the required date or to enclose fees due shall result in the assessment of a 10 percent penalty to be added to the amount of fees due for that month. If no fees are due, a penalty of \$1 per day shall be assessed. Said penalty shall immediately accrue and thereafter the overdue fees and the penalty shall bear interest..."
6. Report and payment must be submitted together.
7. Additional forms may be requested from this office or may be duplicated on your office copier. "A facsimile of the official forms provided by this bureau shall be accepted by the bureau if the licensee does not have access to the official forms."
8. One schedule per product shall be submitted with the monthly report. Each schedule shall include the schedule type, product type, carrier name, supplier name, transportation mode, point of origin and destination, purchaser, delivery date, document number, and the quantity of gallons (for each receipt/sale). (See instructions under RECEIPTS and DISTRIBUTION).
9. Auto/Aviation Gasoline Column: All automotive and aviation products will be included.
10. Diesel Fuel Column: All diesel products (including any added clear kerosene) except those used for heating, processing or generating electricity. If used for heating, processing or generating electricity, list under heating oil.
11. Jet Fuel Column: All Jet Fuel products will be included.
12. Heating Oil Column: All oil used for heating purposes such as #2, #6, dyed kerosene and waste oil. (See Fuel Oil Exemptions below).
13. Motor Oil Column: All motor/automotive lubricating oil and transmission fluid.
14. "Other" Column: Oil based products not listed as separate columns (such as cutting oils, petroleum cleaning solvents, etc.)

## **RECEIPTS**

- LINE 1 Enter the total by product category of gallons received from locations outside NH as reported in Schedule 3.
- LINE 2 Enter the total by product category of gallons received from locations within NH as reported in Schedule 1.
- LINE 3 Calculate the total gallons received by adding Lines 1 and 2

## **DISTRIBUTION**

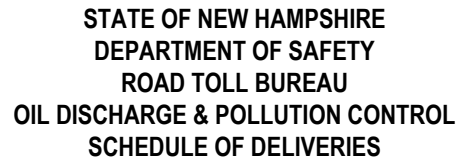
- LINE 4 Enter the total by product category of gallons received for export as reported in Schedule 2E.
- LINE 5 Enter the total by product category of gallons from tax paid purchases as reported in Schedule 1A.
- LINE 6 Calculate the total non-taxable gallons by adding Lines 4 and 5.
- LINE 7 Calculate the total taxable gallons by subtracting Line 6 from Line 3.

## **TAX COMPUTATION**

- LINES 8, 12, 16, & 20 Enter the total net adjustments applicable to the specific fund (which may be an addition or a deduction) and attach a detailed explanation to the report. These adjustments are for product transfers, corrections or exemptions to product and are NOT to be used to show the results of a NH audit.
- LINES 9, 13, 17, & 21 Enter the total taxable gallons for each specific fund (from Line 7).
- LINES 10, 14, 18, & 22 Calculate the net taxable gallons by adding the prior adjustment and taxable gallons for each specific fund.
- LINES 11, 15, 19, 23, & 24 Compute total dollars due or (refund) for each specific fund.
- LINE 25 Add lines 11, 15, 19, 23 and 24 to compute total dollars due or (refund).
- LINE 26 Failure to file by the required date or to enclose fees due shall result in the assessment of a 10 percent penalty to be added to the amount of fees due for that month. The 10 percent penalty is calculated from the total dollars due in Line 25. If no fees are due, a penalty of \$1 per day shall be assessed.
- LINE 27 Interest is charged based upon the sum of total dollars due (Line 25) and penalty assessed (Line 26).
- LINE 28 Add lines 25, 26 and 27 to compute the total dollars due or (refund) including any penalty or interest.

## **NOTE:**

Lines 20 - 23: Automotive oil/Motor Oil Discharge-Two separate fees Automotive Oil fee (\$.02) and the Motor Oil Discharge (\$.04) are combined in this section.



(1) Carrier Name	(2) Carrier FEIN	(3) Supplier Name	(4) Supplier FEIN	(5) Mode	(6) Point of		(7) Purchaser	(8) Purchaser FEIN	(9) Date Shipped	(10) Document Number	(11) Gross Gallons	(12) Net Gallons
					Origin	Destination						
Page Total												

# OIL DISCHARGE & POLLUTION CONTROL REPORT

## Schedule of Deliveries

### General Instructions

This schedule provides detail in support of the amount shown as deliveries on the Oil Discharge & Pollution Control Report. Each delivery of product should be listed on separate lines.

### Identifying Information

**Company Name, License Number and FEIN:** Enter the name and numbers for the distributor shown on the distributor report.

**Schedule type:** A separate page is required for each schedule type. Enter one of the following schedule codes:

1	Gallons received from locations within NH
1A	Gallons from tax paid purchases
2E	Gallons received for export
3	Gallons received from locations outside NH – direct to customer

**Product type:** A separate page is required for each product type. Enter one of the following product codes (applicable product category is shown):

<b>Automotive / Aviation Gasoline</b>	065	Gasoline
	125	Aviation Gasoline
	E00	Ethanol – 100%
	E10	Ethanol blend – 10%
	E85	Ethanol blend – 85%

<b>Diesel Fuel</b>	D05	Biodiesel blend 5% - dyed
	D20	Biodiesel blend 20% - dyed
	D99	Biodiesel blend 99% - dyed

<b>Jet Fuel</b>	130	Jet Fuel
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<b>Diesel Fuel</b>	142	Kerosene – undyed
	160	Diesel Fuel – undyed
	228	Diesel Fuel – dyed
	B01	Biodiesel blend 1%
	B05	Biodiesel blend 5%
	B20	Biodiesel blend 20%
	B99	Biodiesel blend 99%
	D01	Biodiesel blend 1% - dyed

<b>Heating Oil</b>	072	Kerosene – dyed
	152	Heating Oil

<b>Motor Oil</b>	175	Residual Fuel Oil
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<b>Other</b>	092	Other
	188	Asphalt

Column Instructions				
Columns (1) & (2)	<b>Carrier</b> -Enter the name and FEIN of the company that transports the product. The term “various” or other generic terms is not acceptable.			
Column (3) & (4)	<b>Supplier</b> -Enter the name and FEIN of the company that supplies the product. The term “various” or other generic terms is not acceptable.			
Column (5)	<b>Mode of Transport</b> -Enter the mode of transport. Use one of the following:			
	J = Truck	R = Rail	B = Barge	PL = Pipeline
	S = Ship	BA = Book Adjustment	ST = Stationary Transfer	GS = Gas Station
	RT = Removal from terminal (other than by truck or rail for sale or consumption)			
Column (6)	<b>Point of Origin/Destination</b> - Enter the location the product was transported from/to (City, State). When disbursements are received from a terminal, use uniform terminal codes.			
Column (7) & (8)	<b>Purchaser</b> -Enter the name and FEIN of the company that purchases the product. The term “various” or other generic terms is not acceptable.			
Column (9)	<b>Date Shipped</b> - Enter the date the product was shipped.			
Column (10)	<b>Document Number</b> - Enter the identifying number from the manifest issued at the terminal when product was removed over the rack. In the case of pipeline or barge movements, it is the pipeline or barge ticket number.			
Column (11)	<b>Gallons</b> - Enter the gross gallons delivered.			
Column (12)	<b>Gallons</b> - Enter the net gallons delivered.			

Provide a Page Total for Column 11 and 12 on each page. Provide a Product Total for each schedule type and product type on the last page of each product type for that schedule. Carry the total of product totals for **gross** gallons for each product category forward to the appropriate disbursements line on the Oil Discharge & Pollution Control Report.